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KSC LAUNCH OPERATIONS DIRECTIVE NO. 25

To: Distribution   From: *W. J. Kapryan*
                               Director of Launch Operations

Subject: LAUNCH OPERATIONS SPACE SHUTTLE CONFIGURATION
         MANAGEMENT PROGRAM

1.1 PURPOSE

The purpose of this Directive is to provide interim policy and
assign responsibilities for development and implementation of a
Launch Operations (LO) Space Shuttle Configuration Management
(C/M) Program.

2.1 APPLICABILITY

This Directive is applicable to all LO Civil Service personnel
and support contractors involved in the Space Shuttle Program.
It is effective upon release.

3.1 SCOPE

The interim LO Space Shuttle C/M Program shall consist of the
planning, procedurizing and implementation of internal C/M
matters required to assure that LO satisfies, in a timely manner,
all Shuttle Program C/M requirements placed on the Directorate by
external authority.

4.1 POLICY

An LO Space Shuttle C/M Function shall be centralized at the
primary Directorate level to establish a single point to plan,
develop and implement a Directorate C/M Program. As an immediate
aim, this Function shall serve as a single point of contact for
external organizations requiring or requesting formal internal LO
C/M action. These C/M actions will include LO processing of
Interface Data Sheets (IDS's), ICD's, change proposals (CR's,
RECP's, SCN's, IRN's, etc.) to other Shuttle Program/Project
controlled baselines, and Change Requests (CR's) to KSC
controlled baselines. The C/M Function shall assure that a
single, coordinated, validated LO assessment is furnished to the
proper authority for each configuration baseline item or proposed
change thereto.

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The LO Space Shuttle C/M Function shall be structured to
reinforce LO representatives involved in the present group/panel/
team method of determining baseline requirements, supporting
incremental design reviews, and program/project reviews by
formalizing and providing a central record of the end product.

5.1   RESPONSIBILITIES

   a.   The LO C/M Function shall:

      1.   Plan and prepare procedures for implementation of
an interium C/M Program within LO.

      2.   Serve as central point for receipt of configuration
baseline and baseline change actions requiring formal LO
assessment.

      3.   Coordinate the processing of internal assessments,
assuring that a validated LO position is forwarded to the
requestor, including a recommendation as to the degree of
configuration control to be exercised over the item in question.

      4.   Prescribe and monitor processing of internally
originated change requests to assure that a validated request is
forwarded from LO.

      5.   Represent and commit the Directorate at CCB's or
other external change review panels requiring LO participation,
assuring notification and attendance of other LO personnel
required to substantiate the Directorate position.

      6.   Serve as a single point of contact for receipt and
distribution of notices and documentation for incremental task
design reviews, assuring LO attendance/participation as required.

      7.   Provide for logging, filing, recording, tracking,
displaying, reporting or otherwise accounting for LO C/M
activities in order to close actions, support management
functions and assure satisfactory resolution of inputs/comments.

      8.   Perform secretariat functions for any LO Level IV
CCB or Change Implementation Board.

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9.   Provide at least partial LO representation on KSC Configuration Management Working Group, documentation working groups, common data working groups, logistics working groups or any such group/panel/board involving the C/M discipline or to which the C/M Function can provide a significant input.

10.   Assure the RFP's for LO contracts include C/M provisions as required. Review and approve contractor C/M plans submitted in accordance with the contract.

11.   Serve as the Directorate interface point for the Shuttle System Integration Contractor in the C/M and change information areas.

b.   All other LO organizations shall:

1.   Support the development and implementation of the LO C/M Program.

2.   Provide assessments of baseline and baseline change actions in accordance with procedures to be developed.

3.   Originate and process proposed configuration change requests.

4.   Support incremental design reviews and CCB's providing representatives as required to present and/or support the LO position/comment.

5.   Identify needs for C/M data or reports.

End of Directive.